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STUDY SCOPE

Status Report on State Agency Personal Service Contracting: Selection and Monitoring

This status report will focus on the contracting activities of executive branch agencies with respect to personal service agreements. A personal service agreement (PSA) is a contract that defines the services or end products to be delivered to a state agency by a person, firm, or corporation hired by the state agency for a fee. It is one of the primary mechanisms used by state government for procurement purposes. PSAs are not used for routine services such as janitorial, laundry and cleaning, and security services, or certain consultant services. In FY 2013, payments by executive branch agencies for personal service agreements totaled approximately \$241 million.

The PRI status report will:

1. Review current statutory requirements for state contracting using PSAs
2. Provide an overview of competitive selection processes for PSAs
3. Quantify the degree to which competitively bid PSAs are utilized
4. Describe PSA contract compliance and performance monitoring methods
5. Identify best practices for procurement in other selected states

This status report is limited to direct purchasing between state agencies and vendors (through a PSA). The purchase of services for state agency clients (through a purchase of service (POS) contract) is beyond the scope of this report.

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